

FOAPAL CODE – FAVORITES

Last Updated on: 7/22/2011

The screenshot shows the 'My Profile' page for user 'Bridget Brown'. The 'FOAPAL Code Setup' tab is selected, and the 'Code Favorites' sub-tab is active. A table lists various accounting codes with their default values and descriptions. An arrow from a box labeled '1.' points to the 'Code Favorites' sub-tab.

Custom Field Name	Default Value	Description	Edit Values
Chart	E	East Carolina University	Edit
Fund	111170	AA General Institutional Support	Edit
Organization	230601	AF Purchasing	Edit
Account	72110	Office Supplies	Edit
Program	1010	Instruction-MOD	Edit
Activity		No Default Value	Edit
Location		No Default Value	Edit

1. Click on the **Code Favorites** tab. **Note:** The steps for adding a value to your profile are the same for each element: Fund, Organization, Account, Program, Activity, and Location.

The screenshot shows the 'Code Favorites' sub-tab. An 'Add' button is highlighted with an arrow from a box labeled '2.'. Below the button is a table with columns for Chart, Fund, Organization, Account, Program, Activity, and Location, all currently showing 'no value'.

Chart	Fund	Organization	Account	Program	Activity	Location
no value	no value	no value	no value	no value	no value	no value

2. Click on the **Add** button.

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East Carolina UNIVERSITY My Profile

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | user settings

Basic Information | **Purchasing Options** | Permissions | Supplies/Chemical Mgr | History

FOAPAL/Field Values | Purchasing/Approval Limits | Addresses | Product Views | Punch-out Access | Currency Access

Internal info setup | Order info setup | FOAPAL Code Setup | **Code Favorites**

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

FOAPAL Codes

Nickname: MM Default:

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000		
Select from profile values... Select from all values...	Select from profile values... Select from all values...	Select from profile values... Select from all values...	Select from profile values... Select from all values...	Select from profile values... Select from all values...	Select from all values...	Select from all values...

Save Cancel

3. Enter the FOAP Favorite **Nickname** and select the **Default** check box if appropriate.
4. If defaults are selected on your user profile, they will be displayed. Update the FOAP values that you want to set as a favorites.
5. Click on the **Save** button.

East Carolina UNIVERSITY My Profile

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | user settings

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Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

FOAPAL Codes

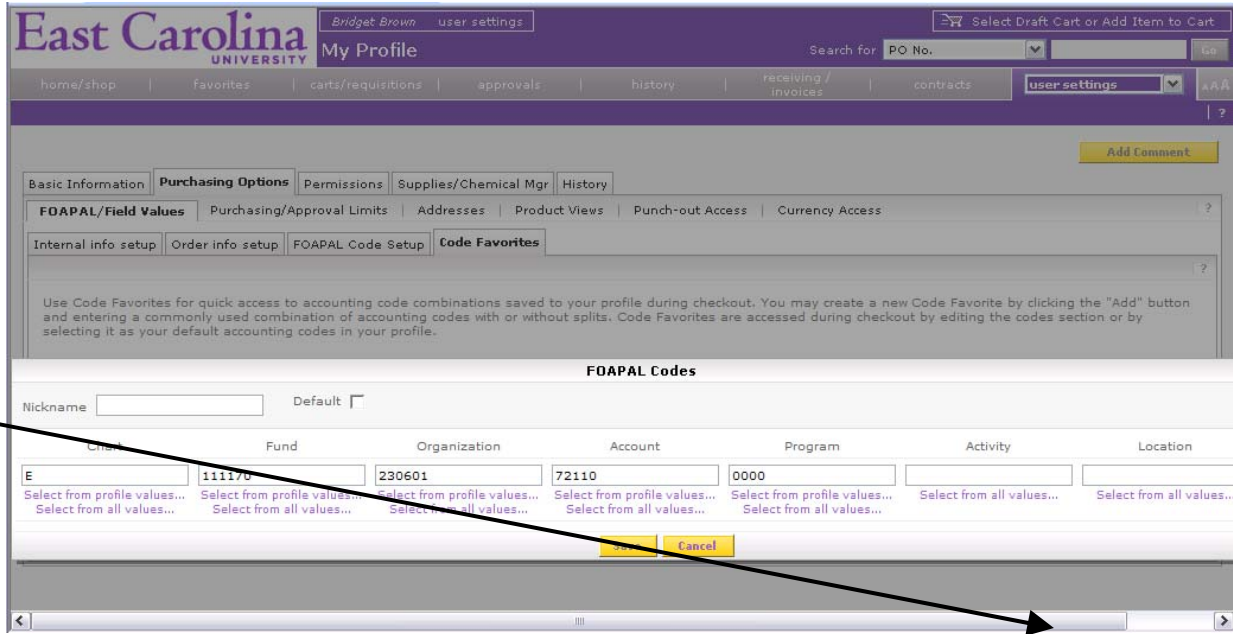
MM (default) Edit Delete

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies-MOD	Default Program Code		

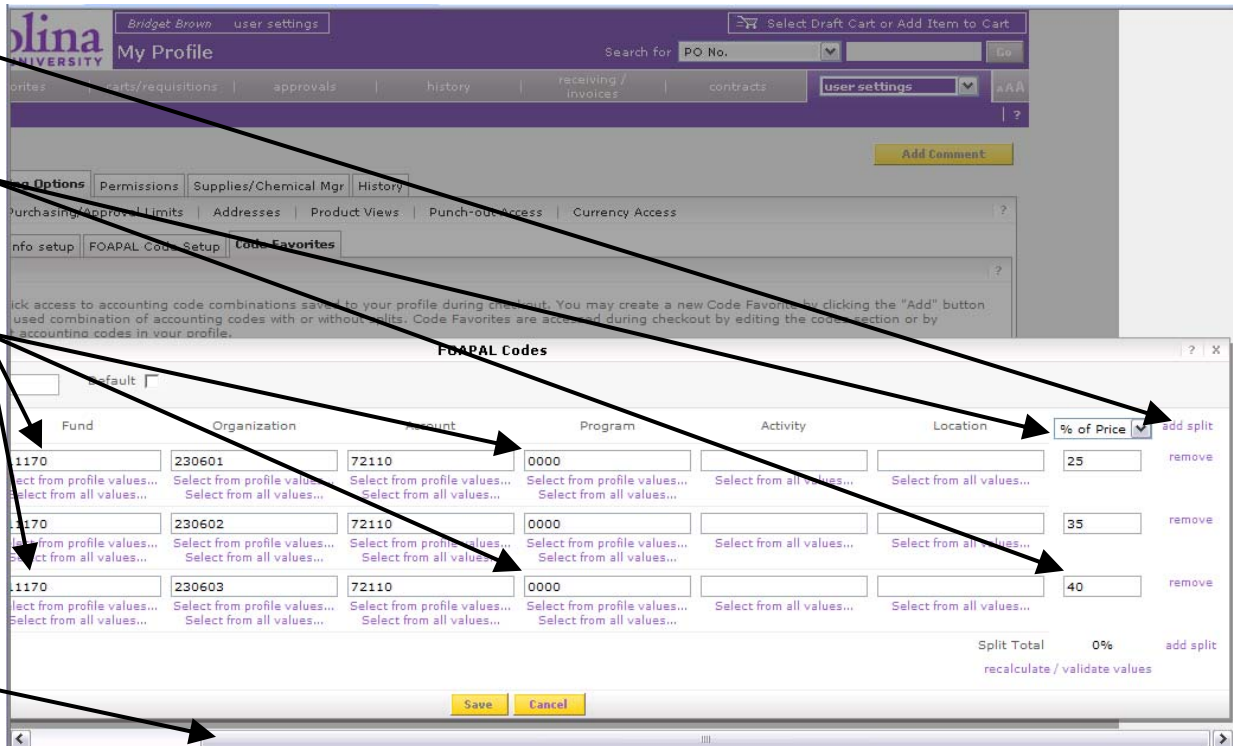
6. Note that the **Code Favorite** was added.
7. Click the **Add** button to add another **Code Favorite** with multiple FOAPAL strings.

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8. To add additional FOAP strings, you may need to scroll to the right of the browser.



- 9. Click the **add splits** link. **Note:** In this example, we will have 3 different FOAP strings for this code favorite.
- 10. The type of FOAP split will be % or Price. Enter the % for each split. **Note:** When you use this favorite code split, you can change to Amount of Price on the cart if necessary.
- 11. Enter the desired FOAP values for the favorite code split list.
- 12. Scroll back to the left on the browser.

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13. Enter the FOAP favorite Nickname.

14. Click the **Save** button.

13. Enter the FOAP favorite Nickname.

14. Click the **Save** button.

15. To edit one of you FOAP favorites, click the **Edit** button and repeat steps 3 – 5.

16. To delete one of your FOAP favorites, click the **Delete** button. You will be prompted with a pop-up window to confirm the deletion. Click the **OK** button to confirm.

17. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.

15. To edit one of you FOAP favorites, click the **Edit** button and repeat steps 3 – 5.

16. To delete one of your FOAP favorites, click the **Delete** button. You will be prompted with a pop-up window to confirm the deletion. Click the **OK** button to confirm.

17. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.